

Voucher Examiner (PSU) (T)

Voucher Examiner (PSU)

Clerk (Exhibition Support)

Chauffeur

Secretary

Pharmacist

Supervisory Financial Specialist (Help Desk) (T)

Supervisory Financial Specialist (Help Desk)

A.I.D. Project Management Specialist (Malaria) (T)

A.I.D. Project Management Specialist (Malaria)

Project Accountant (T)

Project Accountant

A.I.D. Development Program Specialist (T)

A.I.D. Development Program Specialist

FSN# 2012/04 (T)
Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7 (Trainee)

OPENING DATE: December 2, 2011

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): USD 39,994 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): THB 480,033 per annum (minimum starting salary)
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered).

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/04

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: December 2, 2011

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): USD 44,737 per annum (minimum starting salary)
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): THB 574,907 per annum (minimum starting salary)
(Position Grade: FSN-8)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/30

Clerk (Exhibition Support)

OPEN TO: All Interested Candidates

POSITION: Clerk (Exhibition Support), FSN-4; FP-AA (Temporary position, not to exceed 110 days)

OPENING DATE: March 28, 2012

CLOSING DATE: April 10, 2012

WORK HOURS: When-actually-employed (WAE)

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Clerk (Exhibition Support) in its Public Affairs Section located at GPF Witthayu Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

This position is under supervision of the Office Management Specialist. To serve as a clerk working on publications inventory, distribution and packing exhibits. Duties include office's mail clerk, messenger as well as minor handy man repairs, moving of furnishings and equipment.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of Secondary School (Mathayom 6);
- (2) One year general clerical experience;
- (3) Level II (Limited Knowledge) speaking/reading/writing English and Thai.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

PLEASE ATTACH A COPY OF TRANSCRIPT.

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CLOSING DATE FOR THE POSITION: APRIL 10, 2012

FSN# 2012/31

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-4; FP-AA

OPENING DATE: March 30, 2012

CLOSING DATE: April 12, 2012

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its Drug Enforcement Administration (DEA), located at 120-122 Wireless Road, Bangkok

BASIC FUNCTION OF POSITION:

Drive official vehicle for the Regional Director (RD), Drug Enforcement Administration to various locations throughout Bangkok. Cleans and inspects the vehicle at all times while on duty, and reports any defects or unusual conditions. Insures that the vehicle is scheduled for preventive maintenance and prepares the vehicle reports. Also is required to deliver official correspondence, assist the Administrative Officer and other staff employees with copying assignments, shredding of unclassified documents, distributing supplies, and making miscellaneous payments to vendors upon request. Work schedule involves extended hours, weekends, and or holidays.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary School (Mathayom 6);

(2) Three years' experience as a professional chauffeur;

(3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);

(4) Familiarity with the Bangkok road system, the location of Thai government offices, and able to contact official personnel when delivering messages, local vendors for purchasing office supplies;

- (5) A valid Thai driver's license;
- (6) Basic automotive mechanical ability.

ELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

PLEASE ATTACH A COPY OF TRANSCRIPT.

** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: APRIL 12, 2012

FSN# 2012/32
Secretary

OPEN TO: All Interested Candidates

POSITION: Secretary, FSN-7; FP-7

OPENING DATE: April 5, 2012

CLOSING DATE: April 19, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in its Influenza Program, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Perform secretarial and administrative support to duties including travel, organizing meetings, and other activities supported by the section.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of Bachelor Degree in Business Administration, Sciences or Liberal Arts;
- (2) Three year's experience in secretarial and clerical work;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Ability to use of computer packages/applications i.e. MS Word, MS Excel.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given

preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: April 19, 2012

FSN# 2012/35

Pharmacist

OPEN TO: All Interested Candidates

POSITION: Pharmacist, FSN-8; FP-6

OPENING DATE: April 5, 2012

CLOSING DATE: April 19, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Pharmacist in its Regional Medical Services Office (RMO) located GPF Witthayu Building, Wireless Road, Lumpini, Pathumwan, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is a professional pharmacist who is responsible for managing and operating the Pharmaceutical services at the American Embassy Medical Unit Bangkok and Consulate in Chiang Mai. This position includes professional Pharmaceutical duties, administrative duties, as well as daily contact with outside vendors including those in USA, Europe and Asia. This position also includes regional duties whereby the pharmacist provides pharmaceutical consultation and procurement assistance to American Embassies in Asia, Central Asia and few Middle Eastern countries.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor of Science in Pharmacology;
- (2) Must be registered with a Thai Pharmacy Council as Pharmacist (Pharmacy board of certification) & License to practice Pharmacy should be current;
- (3) A minimum of one year of experience in hospital or retail pharmacy managing inventory, procurement, patient education and accounts reconciliation;
- (4) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (5) Must have in-depth knowledge of medical/pharmaceutical terminology.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: April 19, 2012

FSN# 2012/36 (T)

Supervisory Financial Specialist (Help Desk)

OPEN TO: All Interested Candidates

POSITION: Supervisory Financial Specialist, FSN-9; FP-5 (Step 1 thru 4) (Trainee)

OPENING DATE: April 5, 2012

CLOSING DATE: April 19, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): USD 42,948 per annum (minimum starting salary)

[Position Grade: FP-5 (step 1 thru 4) to be confirmed by Washington]

Ordinarily Resident (OR): THB 640,463 per annum (minimum starting salary)

[Position Grade: FSN-9]

The U.S. Embassy in Bangkok is seeking an individual for the position of Supervisory Financial Specialist in its Customer Support Desk Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Supervise, support and guide analysts who provide customer support services to more than 200 embassies and consulates around the world. Develop and maintain Bureau of Resource Management goodwill through the delivery of wholesale (post's management sections) and retail customer service. Responsible for consistency with other GFS offices and GFS' ISO 9001 requirements, as well as worldwide Uniform Service Standards (USS).

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree with strong information system and/ or accounting & financial systems emphasis;
- (2) At least four years of customer support and systems analysis in a large corporate/ government environment;
- (3) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must be able to solve complex issue with high analytical skill.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: April 19, 2012

FSN# 2012/36

Supervisory Financial Specialist (Help Desk)

OPEN TO: All Interested Candidates

POSITION: Supervisory Financial Specialist, FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: April 5, 2012

CLOSING DATE: April 19, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): USD 48,338 per annum (minimum starting salary)

[Position Grade: FP-5 (step 5 thru 14) to be confirmed by Washington]

Ordinarily Resident (OR): THB 760,852 per annum (minimum starting salary)

[Position Grade: FSN-10]

The U.S. Embassy in Bangkok is seeking an individual for the position of Supervisory Financial Specialist in its Customer Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Supervise, support and guide analysts who provide customer support services to more than 200 embassies and consulates around the world. Develop and maintain Bureau of Resource Management goodwill through the delivery of wholesale (post's management sections) and retail customer service. Responsible for consistency with other GFS offices and GFS'ISO 9001 requirements, as well as worldwide Uniform Service Standards (USS).

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree with strong information system and/or accounting & financial systems emphasis;
- (2) At least four years of customer support and systems analysis in a large corporate/ government environment with at least one year at supervisory level;
- (3) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must be able to solve complex issue with high analytical skill.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: April 19, 2012

FSN# 2012/01 (T)

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-11 (Trainee)

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of nine (9) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/01

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-12

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of ten (10) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/18 (T)
Project Accountant

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Project Accountant, FSN-9 (Trainee)

OPENING DATE: March 2, 2012

CLOSING DATE: April 26, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Accountant in the U.S. Agency for International Development (USAID)/Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Manage direct and maintain project accounting systems for USAID/ Regional Development Mission for Asia (RDMA)/ Thailand's office of Financial Management (OFM) and 9 client countries accountant for Project Funds (PA/PF) to regional serviced offices in Thailand, Vietnam, China, Burma, Laos, Timor Leste, Afghanistan, and Marshall Islands/Federated States of Micronesia. Duties include reviewing, analyzing, reconciling and balancing project funded accounting records and systems for RDMA and its client countries.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Accounting, Finance, or Business Administration majoring in Accounting;
- (2) At least four years of progressively responsible experience in professional accounting, financial management or auditing;
- (3) Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and knowledge of laws, regulations, and procedures;
- (4) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered).

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: April 26, 2012

FSN# 2012/18

Project Accountant

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Project Accountant, FSN-10

OPENING DATE: March 2, 2012

CLOSING DATE: April 26, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Accountant in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Manage direct and maintain project accounting systems for USAID/ Regional Development Mission for Asia (RDMA)/ Thailand's office of Financial Management (OFM) and 9 client countries accountant for Project Funds (PA/PF) to regional serviced offices in Thailand, Vietnam, China, Burma, Laos, Timor Leste, Afghanistan, and Marshall Islands/Federated States of Micronesia. Duties include reviewing, analyzing, reconciling and balancing project funded accounting records and systems for RDMA and its client countries.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Accounting, Finance, or Business Administration majoring in Accounting;
- (2) At least five years of progressively responsible experience in professional accounting, financial management or auditing;
- (3) Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and knowledge of laws, regulations, and procedures;
- (4) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered).

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: April 26, 2012

FSN# 2012/29 (T)

A.I.D. Development Program Specialist

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Development Program Specialist, FSN-11 (Trainee)

OPENING DATE: March 30, 2012

CLOSING DATE: April 26, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Development Program Specialist/Senior Budget Analyst in the U.S. Agency for International Development (USAID)/ Program Development Office (PDO), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the Development Program Specialist/Senior Budget Analyst in the Program Development Office (PDO). The development program specialist/Senior Budget Analyst provides high level technical support to PDO and to other Regional Development Mission Asia (RDMA) technical offices, namely, the Governance and Vulnerable Populations Office (GVP), General Development Office (GDO), Office of Public Health (OPH) and Regional Environment Office (REO). Serve as the principal analyst for program budget planning, analysis, tracking, presentation and advise on Agency requirements and procedures.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in the field of Public Policy, Public Administration, Finance or budgeting-related field;
- (2) At least three years of professional experience in Financial Management in the public or private sector;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Possess a thorough knowledge and understanding of professional accounting principles, theories, practices terminology and budgeting techniques;
- (5) Possess ability to apply a combination of strong analytical skills, attention to details, and financial knowledge to develop and present data in a clear and compelling way;
- (6) Proficiency in the use of computer packages/applications such as Microsoft Suite specifically in Excel and Power Point.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: April 26, 2012

FSN# 2012/29

A.I.D. Development Program Specialist

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Development Program Specialist, FSN-12

OPENING DATE: March 30, 2012

CLOSING DATE: April 26, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Development Program Specialist/Senior Budget Analyst in the U.S. Agency for International Development (USAID)/ Program Development Office (PDO), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the Development Program Specialist/Senior Budget Analyst in the Program Development Office (PDO). The development program specialist/Senior Budget Analyst provides high level technical support to PDO and to other Regional Development Mission Asia (RDMA) technical offices, namely, the Governance and Vulnerable Populations Office (GVP), General Development Office (GDO), Office of Public Health (OPH) and Regional Environment Office (REO). Serve as the principal analyst for program budget planning, analysis, tracking, presentation and advise on Agency requirements and procedures.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in the field of Public Policy, Public Administration, Finance or budgeting-related field;
- (2) At least four years of professional experience in Financial Management in the public or private sector;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Possess a thorough knowledge and understanding of professional accounting principles, theories, practices terminology and budgeting techniques;
- (5) Possess ability to apply a combination of strong analytical skills, attention to details, and financial knowledge to develop and present data in a clear and compelling way;
- (6) Proficiency in the use of computer packages/applications such as Microsoft Suite specifically in Excel and Power Point.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: April 26, 2012
